



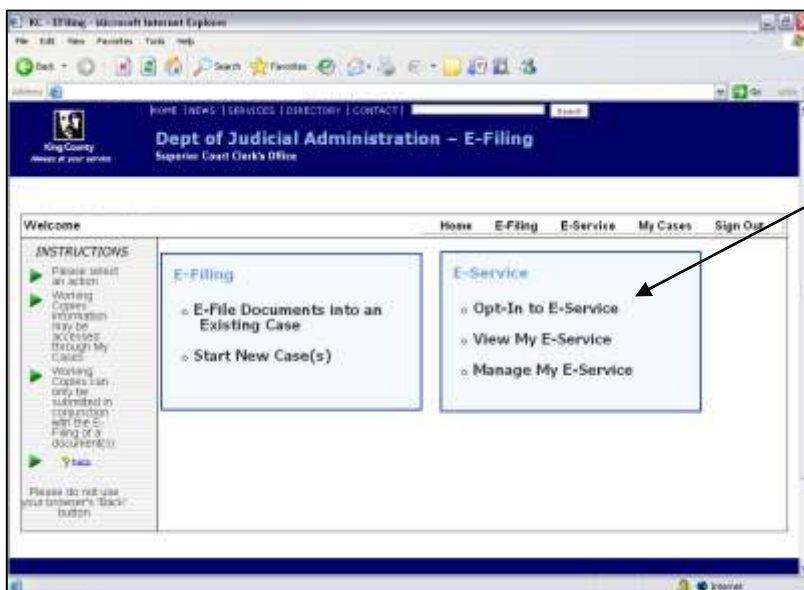
# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

The King County Superior Court's E-Filing application's E-Service component is one method available to e-filers to effect electronic service of documents that have been e-filed with the King County Superior Clerk.

- E-Service is authorized pursuant to [GR 30.2 \(d\)](#), which states "Parties may electronically serve documents on other parties of record only by agreement."
- Documents E-Filed with the KCSC Clerk's Office are not automatically provided to the court or served on other case participants (unlike the federal application)
- E-Service is available on a per case basis and you must be a party to the case, per terms and conditions
- The E-Service component of the E-Filing Application may be used anytime – it is not restricted by the Clerk's Office business hours
- The Clerk's Office does not monitor the E-Service component; the feature is provided as a customer service tool
- There is no cost for use of this E-Service component of the E-Filing Application

## Opt-in to Accept Electronic Service


'Opt-In to E-Service' is the set-up process that enables you to receive electronic service of e-filed documents through the E-Filing Application.



### Choose E-Service Process

- From the 'Home' page, choose 'Opt-In to E-Service'

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## E-Service Terms and Conditions

- Enter your '**Primary E-Mail**' address and '**Verify E-Mail**' to ensure accuracy of address entered (NOTE: the name on the user account will be reflected as the party opting to accept electronic service)
- Carefully read the '**E-Service Terms and Conditions**' prior to clicking '**Accept**' to continue

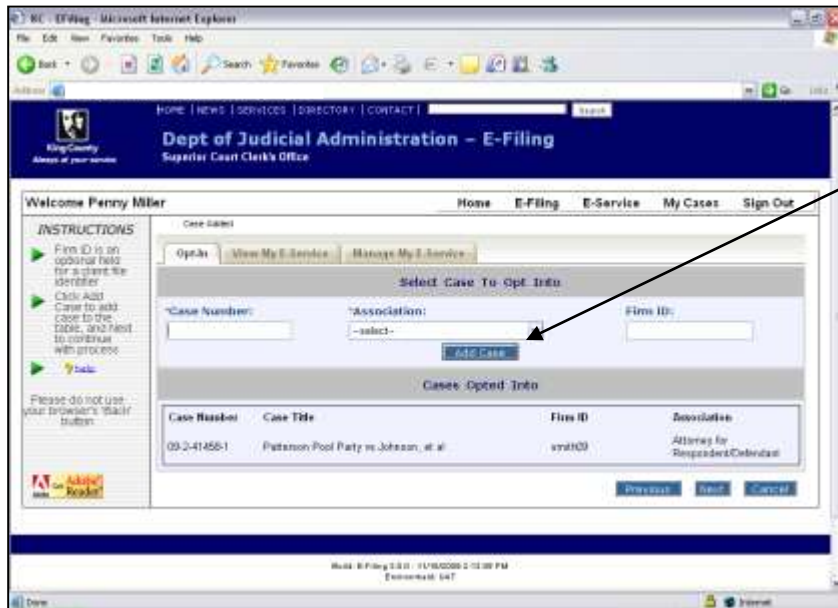


## Identify Case to Opt Into

- Enter the 9 digit case number for which you agree to accept E-Service;  
Or, check the box if the case number is not 9 digits, select the case type from the list provided, and enter the case number after the dash (e.g., 4-G1234: enter only G1234)
- Choose an '**Association**' from the drop-down list (i.e., the description of your role in the case)
- The '**Firm ID**' field is optional; enter your client's file identifier or case management system code



# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



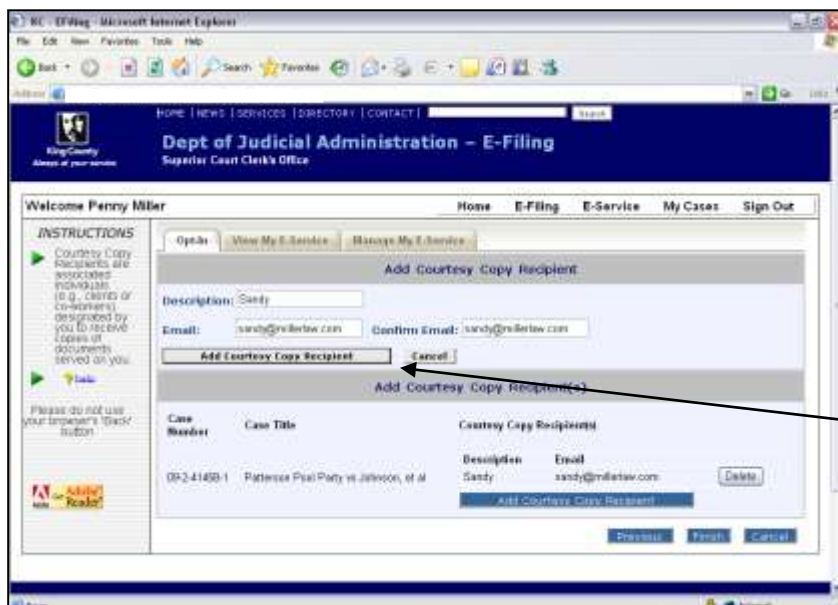
Case Number:  Association:  Firm ID:

**Add Case**

Case Number	Case Title	Firm ID	Association
05-2-41455-1	Patterson Pool Party vs Johnson, et al	svat03	Attorney for Respondent/Childs

## Identify Case(s) for Opt-In Continued

- Click 'Add Case'
- If you wish to opt into multiple cases, enter a new case number and continue the steps above
- Click 'Next' to continue



Description:  Email:  Confirm Email:

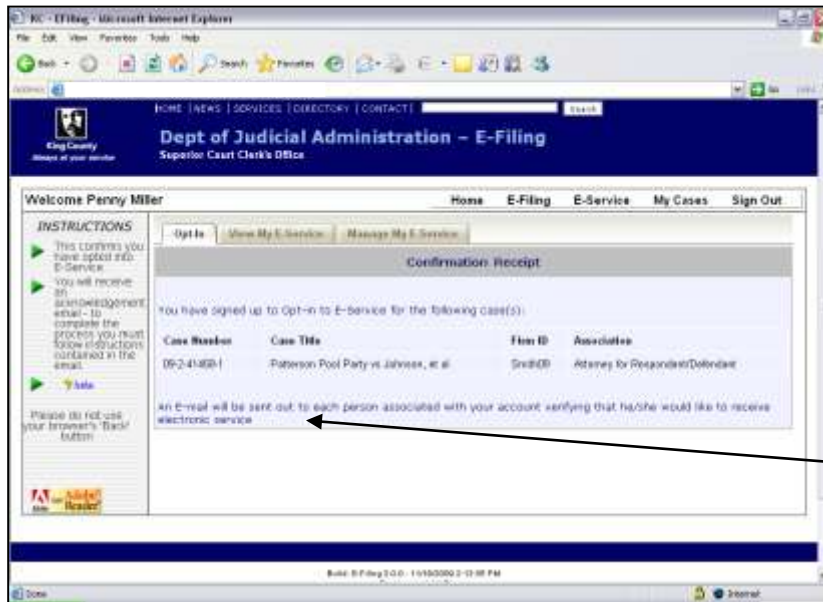
**Add Courtesy Copy Recipient**

Case Number	Case Title	Courtesy Copy Recipient(s)				
05-2-41455-1	Patterson Pool Party vs Johnson, et al	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Sandy</td> <td>sandy@mlerlaw.com</td> </tr> </tbody> </table>	Description	Email	Sandy	sandy@mlerlaw.com
Description	Email					
Sandy	sandy@mlerlaw.com					

## Add Courtesy Copy Recipient(s)

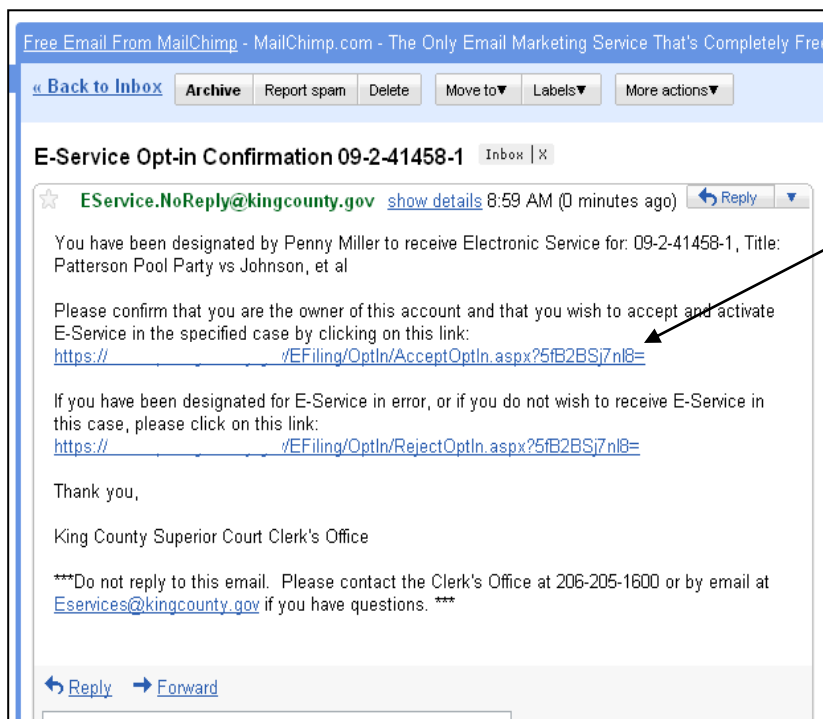
- Enter a 'Description' of your first courtesy copy recipient (i.e., a person or location to also receive service via a 'blind copy' for any service e-mails received on the identified case)
- Enter the e-mail address and repeat to confirm the address is correct
- Click 'Add Courtesy Copy Recipient'
- Repeat process to enter up to four additional courtesy copy recipients or click 'Finish' to continue

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## E-Service Confirmation Receipt

- Review the E-Service Opt-in Confirmation Receipt information for accuracy. If a case was entered in error or you wish to receive E-Service for a temporary period of time, you may easily 'opt-out' of the case through the '**Manage My E-Service**' tab
- NOTE: The Opt-in process is not complete until confirmation action is taken via the e-mail message automatically received



## E-Service Opt-in Confirmation

- To complete the E-Service Opt-in process, click the '**accept and activate E-Service**' link provided in the e-mail automatically sent to the address(es) provided, including courtesy copy recipients
- If the case number and title are incorrect or an error was made in the opt-in process, click the second link



# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

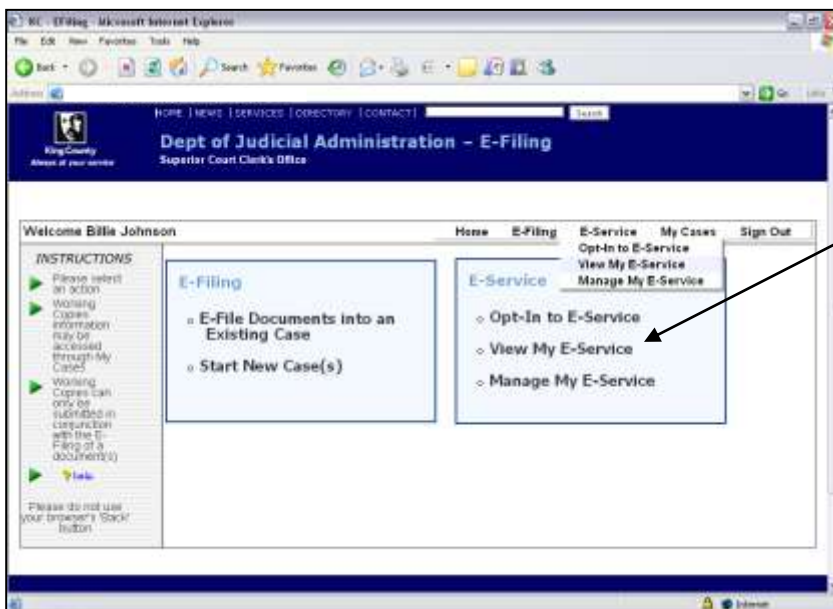
## E-Service Opt-in Confirmation



- Upon clicking the **'accept and activate E-Service'** link, you will receive notice that you have successfully signed up for E-Service
- The first and last name identified on your user account information will now display as agreeing to accept E-Service for the case identified

## View My E-Service

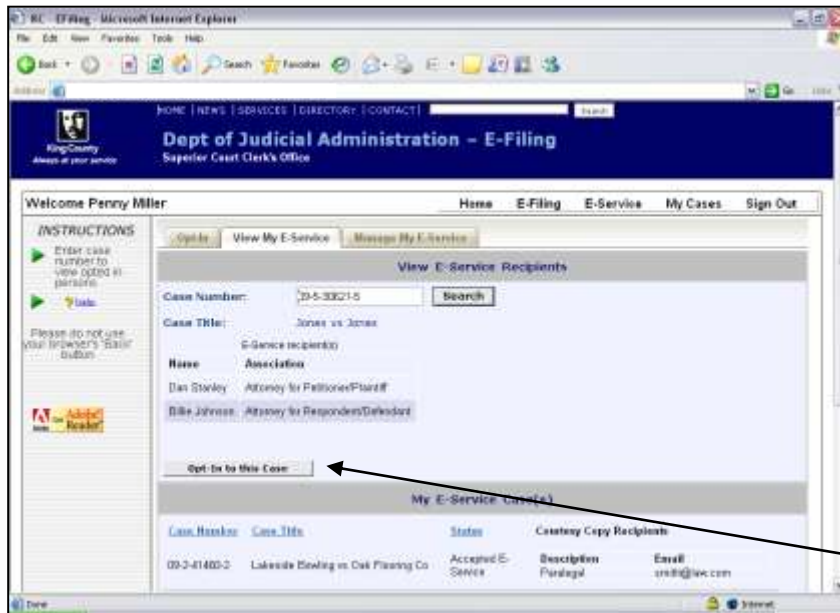
'**View My E-Service**' is the process enables you to view the names and association of persons that have successfully opted in to accept e-service of e-filed documents on a particular case, and to view the case(s) you have previously opted in to accept e-service.



## Choose E-Service Process

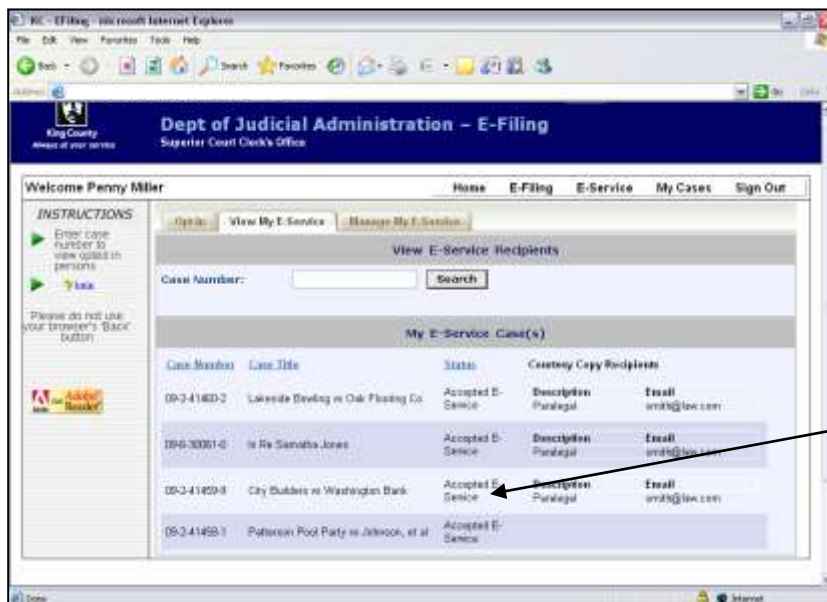
- From the **'Home'** page choose **'View My E-Service'**

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## View E-Service Recipients

- To view names of those who have opted in to accept E-Service for a particular case, enter the case number in the box provided and click **'Search'**
- You may search on any King County Superior Court Case initiated on or after January 1, 2000
- Click **'Opt-In to this Case'** button to directly to step one in the 'Opt-In' process



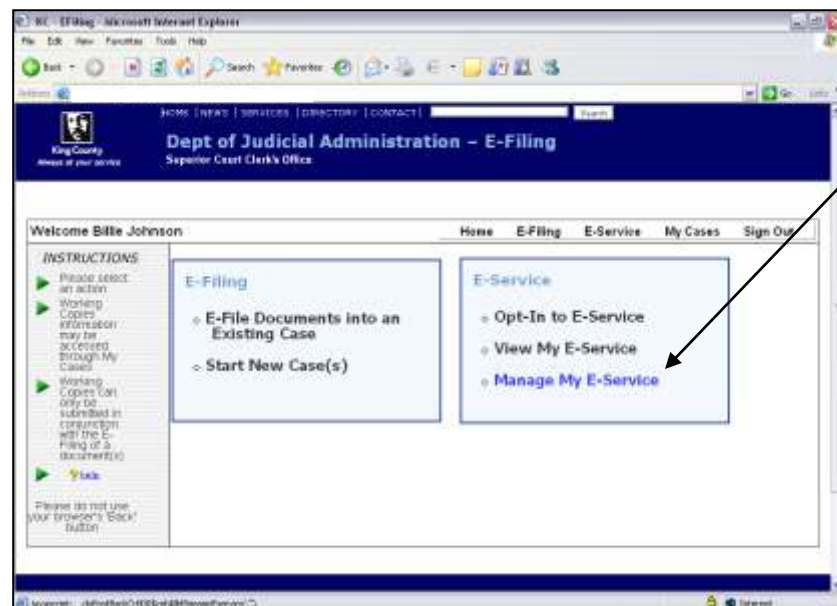
## View My E-Service Cases

- The **'My E-Service Case(s)'** table displays the status of the case(s) you have opted into and the information you entered
- If you completed the opt-in process by clicking the accept link in the e-mail sent, the **'Status'** column will display **'Accepted E-Service'**. If you have not yet clicked the link in the e-mail, the status will display **'Not Accepted e-Service'** until such time that you click the e-mail link to accept or the case display will be removed if you select the link stating you do not wish to receive E-Service

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

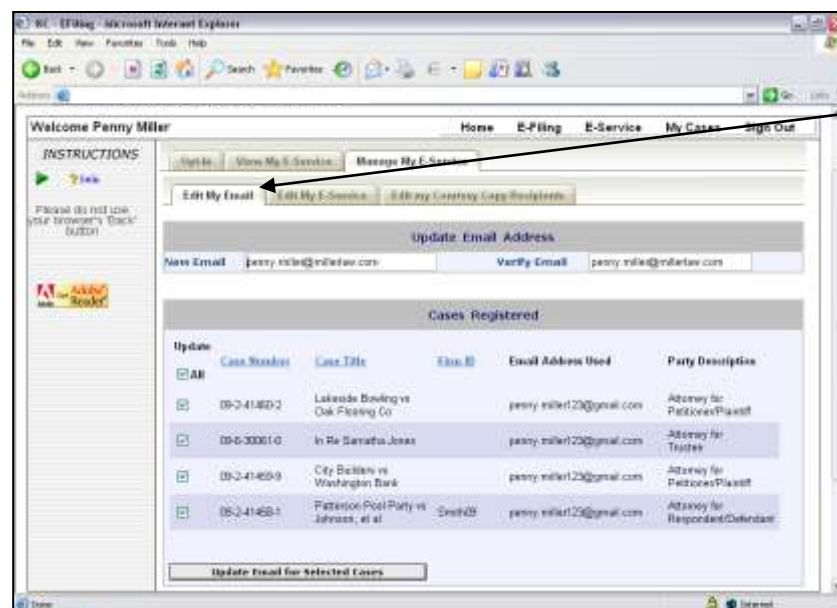
## Manage My E-Service

'Manage My E-Service' is the process enables you to modify your previously entered E-Service related information and to opt-out of acceptance of service on a case(s).



### Choose E-Service Process

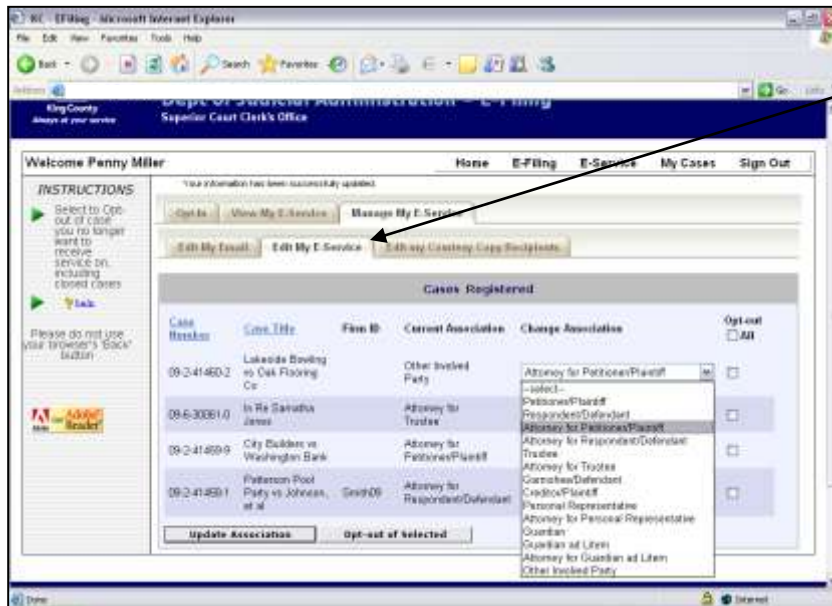
- From the 'Home' page click 'Manage My E-Service'
- Three sub-tabs will appear: 'Edit My E-Mail', 'Edit My E-Service' and 'Edit My Courtesy Copy Recipients'



### Edit My E-Mail

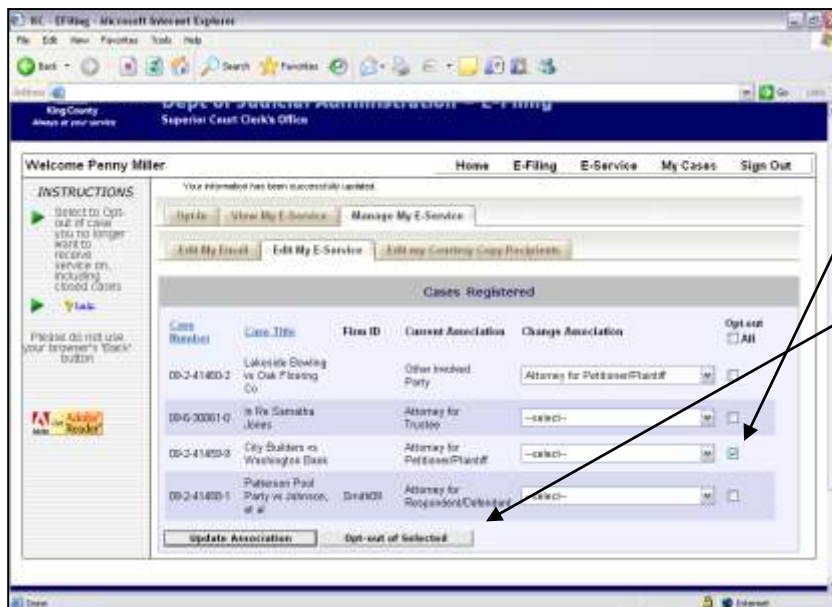
- 'Edit My E-Mail' allows you to change the primary E-Service e-mail address for one or more of the cases you have opted into
- Enter the new e-mail address and verify the address for accuracy
- Select all, one, or multiple cases to change the primary e-mail address to the new address entered
- Click 'Update E-Mail for Selected Cases'

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## Edit My E-Service - Association

- To modify a previously entered association, click the down arrow in the '**Change Association**' field next to the incorrect entry and choose the correct option
- Click '**Update Association**' to confirm the new association selected

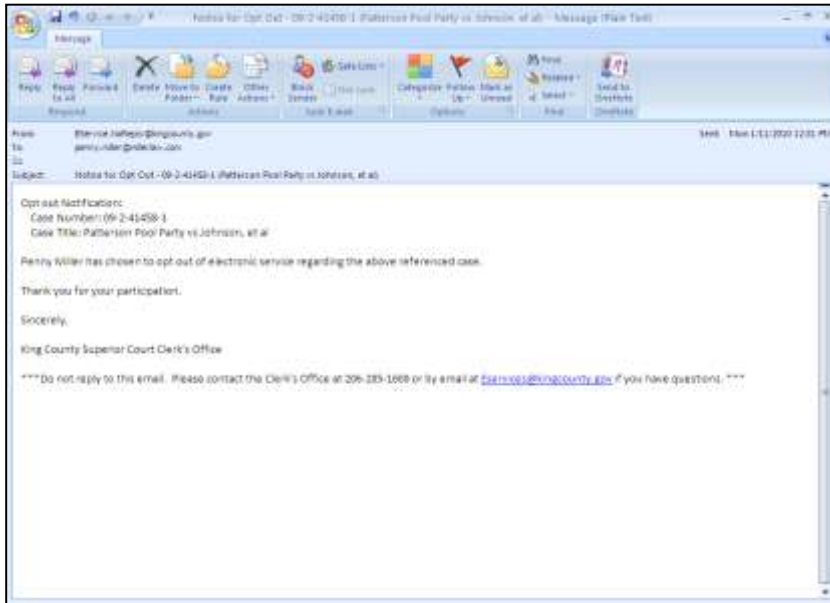


## Edit My E-Mail – Opting Out

- To '**Opt Out**' of a accepting E-Service on a case, select the check box for one, multiple or 'all' cases displayed
- Click '**Opt-Out of Selected**' to complete the opt-out of E-Service process
- To best manage your E-Service Cases Registered table, it is suggested that you opt-out of cases upon completion of the case
- Upon completing the 'Opt-out' process, the case will no longer appear on your E-Service Cases Registered table



# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## Edit My E-Mail – Opting Out

- You will receive an auto-generated e-mail upon opting out of E-Service for a case. This e-mail will also be sent to all other persons currently opted in to accept E-Service as a notification of your opted-out status



## Edit My Courtesy Copy Recipients

- To view all previously entered courtesy copy recipients information for all opted into cases, click '**show all**', otherwise click the link for a specific case

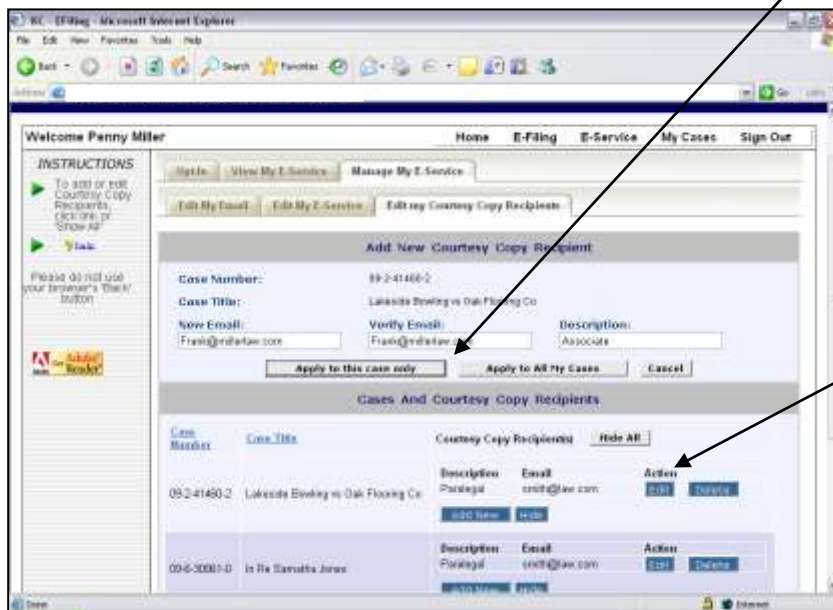
# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

## Edit My Courtesy Copy Recipients



- From this sub-tab you may **add**, **edit**, and **delete** your courtesy copy recipients on a single case or on multiple cases

- To add a new courtesy copy recipient, click '**Add New**' and complete the information required
- You are provided with the option to add the new courtesy copy recipient to the selected case or to all your opted into cases – click the desired button



- The new courtesy copy recipient will be displayed
- The new courtesy copy recipient will receive an auto-generated e-mail verifying agreement to receive E-Service. The set-up process will not be complete until the link in the e-mail sent is clicked.

- To modify your courtesy copy recipient information click '**Edit**' by the recipient needing updating and enter new information in the fields provided



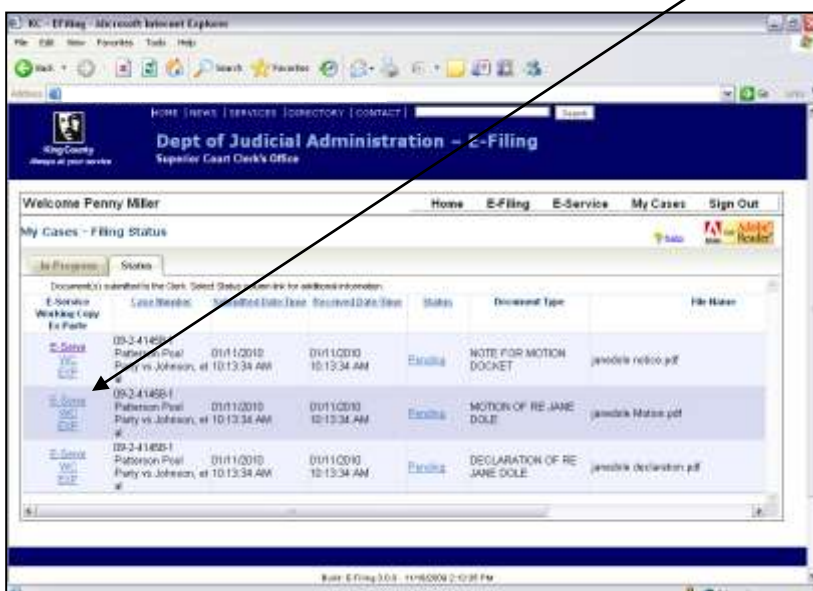
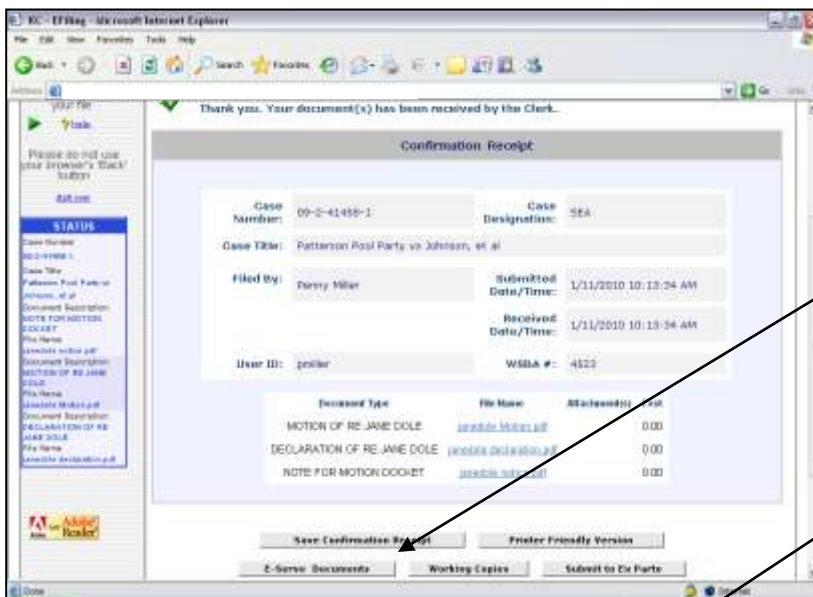
# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

## E-Serve Your E-Filed Document(s)

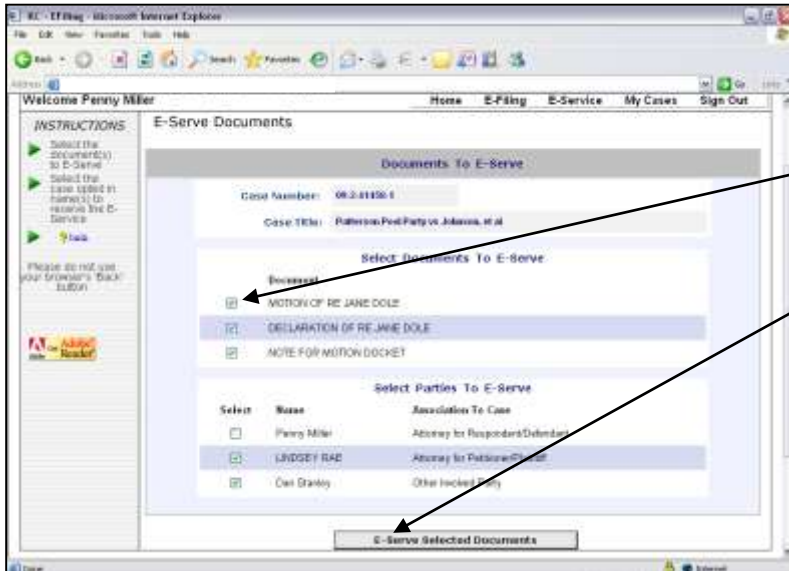
'E-Serve Documents' is the E-Filing application process that facilitates the electronic service of documents, which have been e-filed with the King County Superior Clerk, to persons that previously elected to opt-in to accept e-served documents.

### E-Serving E-Filed Document(s)

- Document(s) e-filed into an existing case may be e-served from the 'Confirmation Receipt' page by clicking 'E-Serve Documents'
- Or, by clicking the 'E-Service' link from the 'My Cases > Status' page



# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

**E-Serve Documents**

Case Number: 06-2-01456-1  
Case Title: Patterson-Pool Party vs. Johnson, et al

Select Documents To E-Serve

☒ MOTION OF RE JANE DOLE  
☒ DECLARATION OF RE JANE DOLE  
☒ NOTE FOR MOTION DOCKET

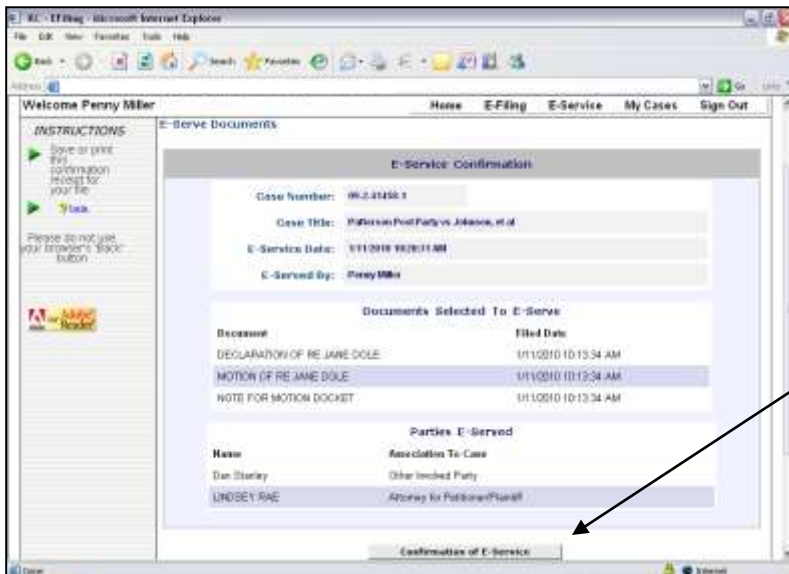
Select Parties To E-Serve

Select	Name	Association To Case
<input type="checkbox"/>	Penny Miller	Attorney for Respondent/Defendant
<input checked="" type="checkbox"/>	LINDSEY RAE	Attorney for Patterson-Pool Party
<input checked="" type="checkbox"/>	Don Stanley	Other Involved Party

**E-Serve Selected Documents**

## E-Serving Your Document(s)

- From the 'Documents to E-Serve' page select the e-filed *Document(s)* and *Parties* you wish to electronically serve
- Click 'E-Serve Selected Documents'



Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

**E-Serve Documents**

Case Number: 06-2-01456-1  
Case Title: Patterson-Pool Party vs. Johnson, et al  
E-Service Date: 1/11/2010 10:13:34 AM  
E-Served By: Penny Miller

Documents Selected To E-Serve

Document	Filed Date
DECLARATION OF RE JANE DOLE	1/11/2010 10:13:34 AM
MOTION OF RE JANE DOLE	1/11/2010 10:13:34 AM
NOTE FOR MOTION DOCKET	1/11/2010 10:13:34 AM

Parties E-Served

Name	Association To Case
Don Stanley	Other Involved Party
LINDSEY RAE	Attorney for Patterson-Pool Party

**Confirmation of E-Service**

## E-Service Confirmation

- The screen will refresh and an 'E-Service Confirmation' page will display
- Click 'Confirmation of E-Service' to print or save an application generated 'Certificate of Electronic Service' document
- Please Note: Once you leave the 'E-Service Confirmation' screen you cannot re-access the 'Certificate of Electronic Service' pdf document unless you save it to your computer



